

How do I delete a course in my account?

Arizona Board of Occupational Therapy

Deleting courses or correcting course details

If you wish to edit the details of a self-submitted course, you would need to delete the course and re-enter the details.

Only self-submitted courses can be deleted by the licensee. You can determine if a course was reported by a provider if you click on the title of the course and **course detail** appears. You will also see a 20-# confirmation. These courses will not be able to be deleted.

Delete a course

- Log into your CE Broker account
- Click on **My Records** at the top of the screen
- Select **Course History** (A list of every course ever reported to CE Broker under that license number will display)
- Find the course on the list that needs to be deleted
- Click on the title of the course
- If the **Post CE Credit** screen loads up, that course can be removed. To delete this course, click the **Delete** button in the upper right-hand corner.
- A confirmation box will pop-up asking if the course should be deleted. After confirming the deletion, the licensee will be returned to the **Course History** with that course no longer displayed.
- To start the reporting process again, click on **Report CE** at the top of the screen.

Pro Tip: All deleted courses can be found at the bottom of your Course History page.